

Digital Evidence Appeals Process – Superior Court

When the Superior Court is preparing an appeal that includes exhibits stored in the Digital Evidence portal, the Court must provide the appropriate Appellate Clerk's Office with access to the exhibits.

The Superior Court will either share the appropriate hearing/trial bundle(s) or create a specific appellate bundle in the portal.

If an appellate bundle needs to be created, skip to [Step 3 - How to Create an Appellate Bundle](#).

1. Prepare the Record for the Appeals Court

a. Court of Appeals, Division 1 and Supreme Court (using C2C)

- i. Prepare appeal as normal, via C2C
- ii. **Include the appropriate digital evidence exhibit list** as part of the index of record
 - A. This should be the exhibit list for the bundle being shared with the appellate court, *which may already be available in the CMS*

AND

 - B. This must include a link to the case within the portal – [see section 4](#) of this document for instructions on how to add a link to an exhibit list
- iii. Ensure that the **exhibit list's title in C2C begins with "Digital Exhibit List ..."** – *this indicates to the appellate court that the case includes digital evidence and the court will receive access to the case within the portal*
- iv. **Copy the case link** from the view tab (review tab) **and paste it into the Certify tab of C2C**

b. Court of Appeals, Division 2

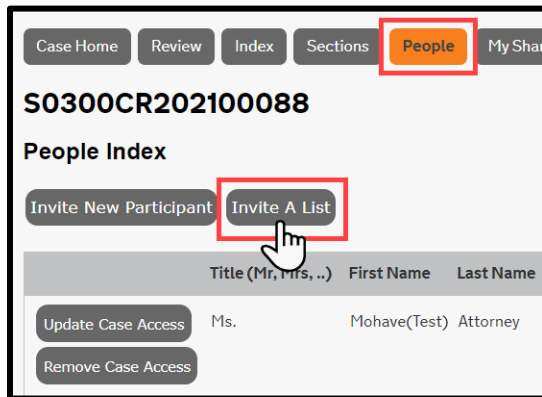
- i. Prepare appeal as normal
- ii. **Include the appropriate digital evidence exhibit list** as part of the index of record
 - A. This should be the exhibit list for the bundle being shared with the appellate court, *which may already be available in the CMS*

AND

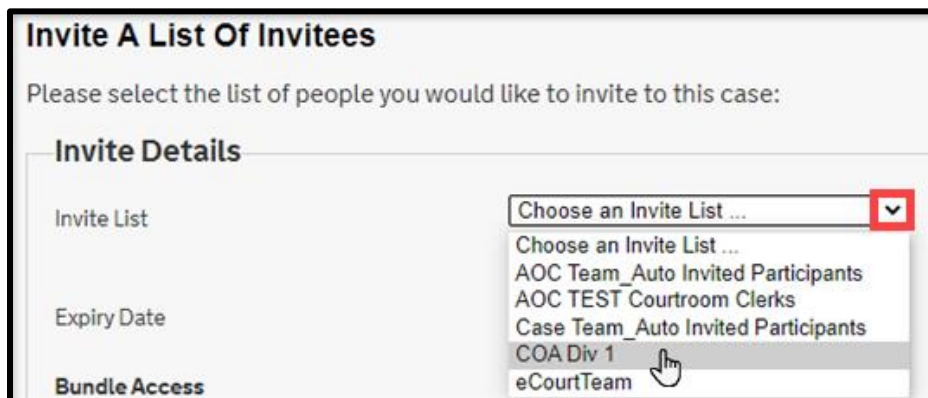
 - B. This must include a link to the case within the portal – [see section 4](#) of this document for instructions on how to add a link to an exhibit list
- iii. Ensure that the **exhibit list's title in the index of record begins with "Digital Exhibit List ..."** – *this indicates to the appellate court that the case includes digital evidence and the court will receive access to the case within the portal*

2. Invite the proper COA or ASC Invite List to the case in the Digital Evidence portal AND provide access to the specific appellate bundle(s)

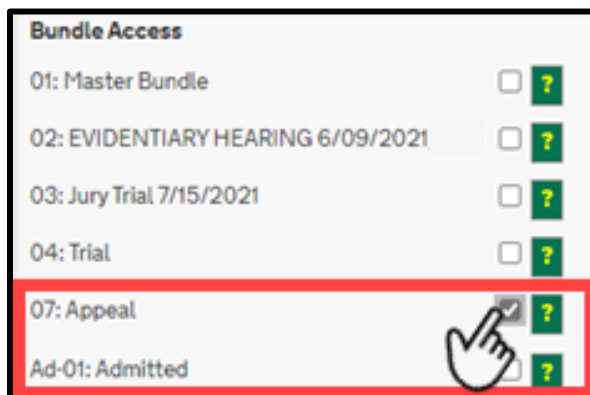
- a. Invite Case Participants by selecting the **People tab** > **Invite a List**



- b. Select the **appropriate Invite List** from the dropdown list – *if you do not see the proper list, contact the AOC's eCourts unit at, CSD-eCourtsUnit@courts.az.gov*



- c. Select the **appropriate Bundle(s)** that are being shared with the appellate court



i. The access permissions will default to allow the following but may be updated:

- A. Download Documents
- B. View Documents
- C. Add Notes
- D. Invite People

Access Permissions	
Change This Case	<input type="checkbox"/> ?
Add/Remove Party Documents	<input type="checkbox"/> ?
Download Documents	<input checked="" type="checkbox"/> ?
View Documents	<input checked="" type="checkbox"/> ?
Add Notes	<input checked="" type="checkbox"/> ?
Add Hyperlinks	<input type="checkbox"/> ?
Invite People	<input checked="" type="checkbox"/> ?
Update People's Access	<input type="checkbox"/> ?
Make Redactions	<input type="checkbox"/> ?
View Redaction Sub-categories	<input type="checkbox"/> ?

d. The **'Send Advisory Invitation Email'** option will be automatically check marked – **do NOT remove the check mark** – *this will notify the COA/ASC that they have been invited into the case*

i. If any additional invitation notes need to be added, uncheck the 'Send Advisory Invitation Email' option, re-check the option, and a free form text box will display

Emails

Send bundle update notifications by Email ☐ ?

Send Advisory Invitation Email ☒ ?

Invitation Message

Access for appeal provided

Invite

e. Select the **Invite button** > Process Complete!

3. How to Create an Appellate Bundle

- a. Find Case > Select Update Case > **Bundles tab** > **Create New Bundle**

Note: make note of the last Index number (in the example below, the last index number is 03)

Case Home Review Index Sections My Share Group **Bundles** Search Notes Hyperlinks Linked Cases Audit

CR2019000489

Bundles

Create New Bundle Refresh All Bundles

Index	Name	Version Number	Timing	
01	Master Bundle	187	August 30, 2021 06:01 PM less than one minute	Settings Download
02	EVIDENTIARY HEARING 6/09/2021	187	August 30, 2021 06:01 PM less than one minute	Update Settings Download Remove Sections
03	Trial 7/15/2021	187	August 30, 2021 06:03 PM less than one minute	Update Settings Download Remove Sections
Ad-01	Admitted	187	August 30, 2021 06:03 PM less than one minute	Download

- i. Enter Index **Number** and **Name** of Bundle > Select **Save**

CR2019000489

Create New Bundle

Bundles List

Bundle Details

Index* Next Sequential Index Number

Name* Appeal

Save

A. **Index:** Enter the next number based on the last index number listed in the Bundles tab

B. **Name:** Appeal

b. Associate all applicable Sections to the Appeal Bundle

- i. Select **Bundles tab** > **Sections button** > **Add** for all Sections that contain any exhibit needing to be included in the Appeal Bundle

Index	Name	Version Number	Timing		
01	Master Bundle	194	September 08, 2021 11:16 PM <i>less than one minute</i>	Settings	Download
02	EVIDENTIARY HEARING 6/09/2021	194	September 08, 2021 11:16 PM <i>less than one minute</i>	Update Remove	Settings Sections Download
03	Trial 7/15/2021	194	September 08, 2021 11:16 PM <i>less than one minute</i>	Update Remove	Settings Sections Download
04	Appeal	194	September 08, 2021 11:16 PM <i>less than one minute</i>	Update Remove	Settings Sections Download

CR2019000489
04: Appeal

Bundles **Refresh**

Bundle Sections

Section Number/Letter	Section Title	Section Order	Bundle Specific Order	Allow Document Upload & Delete	Include Documents by Default	Exclude Documents by Default	
B	Defense Exhibits-EVIDENTIARY HEARING 6/09/2021						Add
A	State Exhibits-EVIDENTIARY HEARING 6/09/2021						Add
C	State Exhibits-Trial 7/15/2021						Add
D	Defense Exhibits-Trial 7/15/2021						Add

CR2019000489
04: Appeal

Bundles **Refresh**

Bundle Sections

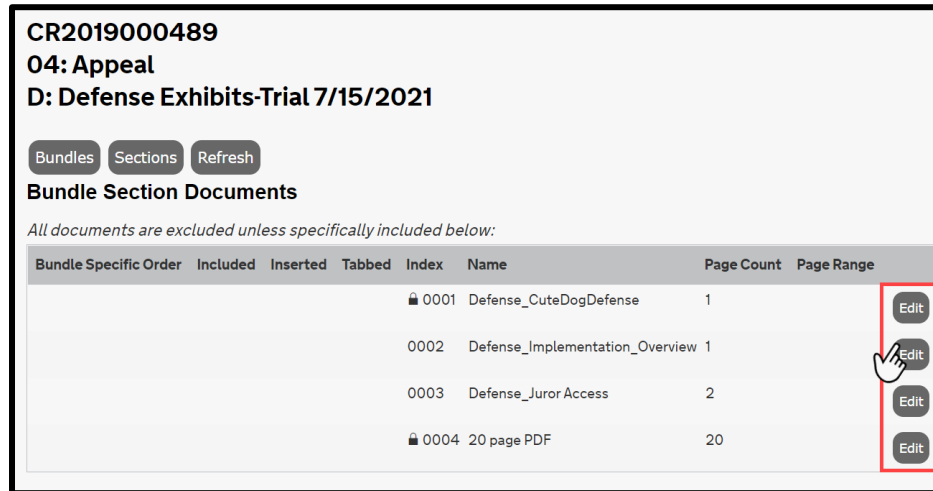
Section Number/Letter	Section Title	Section Order	Bundle Specific Order	Allow Document Upload & Delete	Include Documents by Default	Exclude Documents by Default	
B	Defense Exhibits-EVIDENTIARY HEARING 6/09/2021						Add
A	State Exhibits-EVIDENTIARY HEARING 6/09/2021_mod						Add
C	State Exhibits-Trial 7/15/2021		C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove Documents
D	Defense Exhibits-Trial 7/15/2021		D	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remove Documents

- A. **Allow Documents Upload & Delete: DO NOT SELECT** – this permission would allow new exhibits to be added or existing exhibits to be removed from the Appeal bundle
- B. **Include Documents by Default:** When **ALL exhibits** within a section need to be added to the Appeal bundle, select the appropriate box to add a checkmark, which will automatically include all exhibits within the section in the Appeal Bundle
- C. **Exclude Documents by Default:** When **SPECIFIC exhibits** (not all) within a section need to be added to the Appeal bundle, select the appropriate box, which will allow specific exhibits to be selected and included in the Appeal bundle

- D. After associating the sections to the Appeal bundle, select the **Documents** button to view a list of all the exhibits within the section, as well as any applied-stamp information

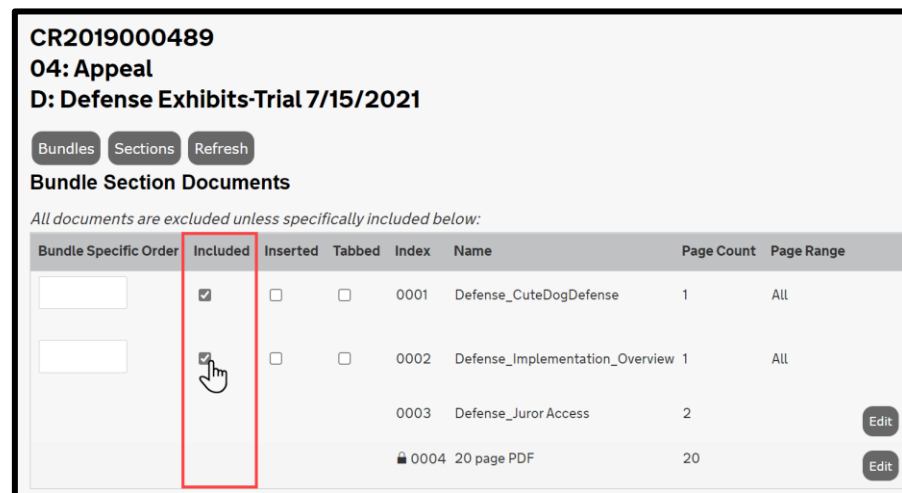
1. This step is absolutely necessary when Exclude Documents by Default is selected
2. Select **Edit** for each document needing to be added to the Appeal Bundle

Note: Any stamp information will appear to the right of the Edit button



- a. Once **Edit** has been selected, select the **Included** checkbox

Note: Changes will be automatically saved, and the saving indicator will appear within the first column on the left



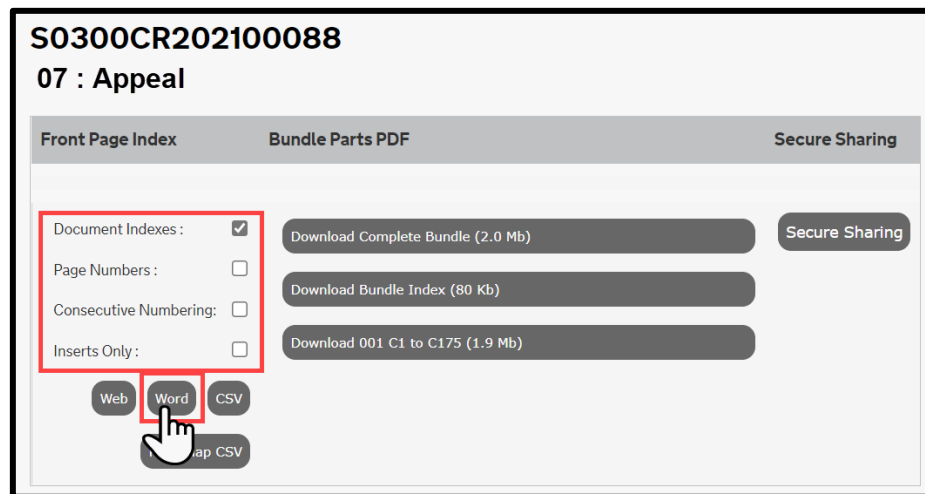
- ii. **Repeat this process** until all sections and exhibits have been appropriately associated to the Appeal Bundle

4. Download the Exhibit List (Appeal Bundle Index) and Upload/Docket in CMS

Note: If sharing a specific hearing bundle this step should have already been completed, and the exhibit list should be available for download from the CMS

a. Download the Exhibit List

- i. Find Case > Select Bundles tab > Locate **Appeal Bundle (existing bundle)** > Select **Download** > **Remove Checkmarks** from Page Numbers and Consecutive Numbering > Select **Word**



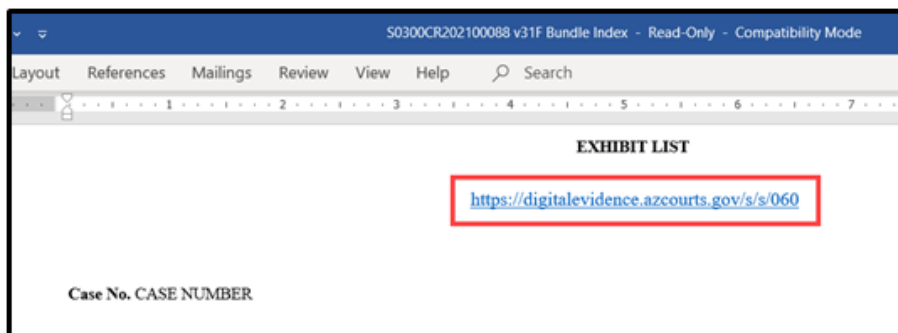
b. Copy Case Link to paste into the Exhibit List

Note: An enhancement is being requested to automatically include the case link when any exhibit list/index is downloaded – once delivered, steps 'b' and 'c' will not be necessary

- i. Review tab > **View tab** > **Copy Link**



c. Paste the Link into the Exhibit List



- d. **Upload/Docket** the Exhibit List in CMS
- e. **Proceed to Steps 1 and 2** to complete the appeals process